



Club 'How To' Guide

Updated August 19, 2014



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Club 'How To' Guide

Clubs are at the heart of the snowboard community. They are a first point of contact for athletes, and the entryway into competitive snowboarding. The following document will help you become a registered club and renew your current club. It will also explain everything you need to know about being a snowboard club, from registering with your provincial/territorial snowboard association (PTSA) to sanctioning your events.

GENERAL PROVISIONS

- ☞ By registering with your provincial/territorial snowboard association (PTSA) through the Canada Snowboard registration system, your club is able to stage sanctioned activities, enter athletes into Canada Snowboard or FIS sanctioned activities, and otherwise participate in the happenings of Canada Snowboard and its provincial/territorial snowboard associations.
- ☞ Club registration and payment is done using the Canada Snowboard online registration system. Each PTSA will have access to review and approve clubs to operate within their province or territory. Additional documentation may be required by Canada Snowboard and/or the PTSA prior to club approval.
- ☞ All club registrations expire June 30 of each year, regardless of when they are purchased. All clubs are encouraged to renew their club membership on or close to July 1st, even if your club does not plan to run programming throughout the summer.
- ☞ After registering your Club, ALL of your Club activities must be formally sanctioned by Canada Snowboard. (See page 7 for details on how to request sanctioning for your club activities.) All sanction requests are reviewed prior to approval. Please allow up to 2 weeks for sanction approval.
- ☞ All Canada Snowboard sanctioned activities are covered by Canada Snowboard's commercial general liability insurance, which protects against the risk of damage or injury caused as a result of these sanctioned activities. **Activities which have not been sanctioned by Canada Snowboard are not covered by this important insurance.**
- ☞ All non-profit Canada Snowboard Clubs must have Club Directors' and Officers' liability insurance, which is made available through Canada Snowboard. The purpose of Directors' and Officers' (D&O) insurance is to provide coverage for a special area of risk that is not included in commercial general liability insurance policies. This is risk specifically related to the actions of persons in the roles of Directors and Officers of an organization, including such potential problem areas as:
 - Misuse of funds.
 - Breach of contracts.
 - Mis-statements to government agencies.
 - Incorrect disclosure of documents.
 - Breach of duties to association members.
 - Wrongful dismissal of an employee.

1. Club Requirements

- 🌀 In order to be an active club, all of the following steps must be completed:
 1. Register with your provincial/territorial snowboard association (PTSA) annually through the Canada Snowboard registration system
 2. Have at least one active Canada Snowboard Licensed Coach present for each sanctioned activity. All coaches leading club activities must have an active coaching license.
 3. Ensure all participants taking part in club activities are current registered members of their PTSA through the Canada Snowboard registration system
 4. Ensure all club activities, training, competitions, etc. are sanctioned by their PTSA and Canada Snowboard prior to the activity starting (more on activity sanctioning below)
 5. Provide details on who their staff, directors and coaches are to Canada Snowboard

2. Types of Clubs

- 🌀 There are two types of clubs, as follows:
 1. Non-Profit Club
 - Must be registered as a Non Profit Society in your home province. Contact your PTSA or Canada Snowboard at info@canadasnowboard.ca or 604-568-1135 if you need help with how to do this in your home province.
 - Must have Directors & Officers (D&O) Liability Insurance
 - i. Can be purchased through Canada Snowboard during the club registration process
 - ii. OR, if the club already has D&O Insurance valid for the current season, please provide proof of this to Canada Snowboard
 2. For Profit Club
 - Must electronically sign a Program Delivery Agreement as part of the club registration process
 - Must be a registered business with Revenue Canada

3. Provincial/Territorial Snowboard Association (PTSA) Interaction

- 🌀 Your first step when starting up a new club or getting involved as a new club administrator is to contact your PTSA. Contact information for all PTSAs can be found here – http://www.canadasnowboard.ca/en/about/prov_assoc/
- 🌀 Your provincial/territorial administrator can walk you through any provincial requirements for operating a snowboard club, the provincial/territorial season schedule, let you know what events are running, help with recruitment of athletes in your area, schedule coaching courses, officials courses, etc.


4. Obtaining Resort Approval

- 🌀 Prior to starting any activities, it is important to receive approval from the resort where your activity is going to take place. Please ensure you have spoken to resort staff to ensure they are aware of your activities and have approved your club being there.

GETTING STARTED WITH THE ONLINE SYSTEM

5. Registering a Club Administrator

As a club administrator, you will have access to all the club features in the online registration system, including looking up your club members and their registration status, submitting your club's activities for sanctioning, and requesting a Certificate of Insurance.


 As the Administrator(s) of your Club, you must register for a PTSA membership through the Canada Snowboard registration system

1. Go to <https://snowboard.sportingdna.ca/en/users/login>
2. Click 'Register Now'



3. Fill in the form to complete your registration.
 - a. If you are an athlete, coach, judge, or official – register under the correct role, and pay the appropriate fees
 - b. If you are none of the above roles – register as an Associate Member
4. Once you have completed step 1-3, contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135 to request to be added as an Administrator of your club

6. Registering a Club for the First Time


 Your club must be registered through the Canada Snowboard registration system. If you are registering a new club (never before been registered)

1. Go to <https://snowboard.sportingdna.ca/en/users/login>
2. Click 'Register Club'



3. Complete the form with your club details, and enter payment details to register your club
4. If you are a Non-Profit Club, and have an existing D&O policy, please indicate this during the registration process, and email proof of the existing policy to info@canadasnowboard.ca
5. Contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135 to schedule a walkthrough of the system, and its functions.

7. Renewing a Club Registration

 Your club must be registered on an annual basis through the Canada Snowboard registration system. If your club has been registered in the past, and you are renewing the club registration for the upcoming season

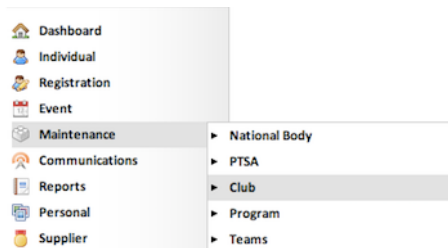
1. Go to <https://snowboard.sportingdna.ca/en/users/login>
2. Enter your Username and Password, and click 'Login' to log in to your administrator account. If you've forgotten your login information, contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135.



3. If you have multiple roles (ie. You are a coach and an administrator), choose to log in to your Administrator role when prompted

Choose Role				
Name	Role	PTSA	Club	Actions
Rebecca Stevens	Associate Member	BC Snowboard Association	I don't belong to a club	Choose role
Rebecca Stevens	System Administrator	Northwest Territories Snowboard Association	I don't belong to a club - NWT	Choose role

4. From the menu on the left hand side of the page, click 'Maintenance', then 'Club'



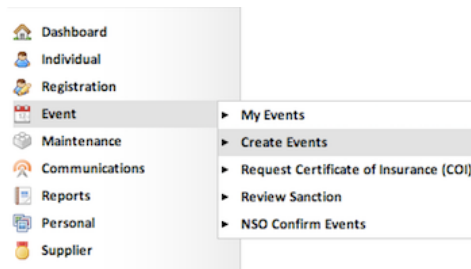
5. You should see your club name listed – click the link to 'Renew'

Name	Provincial Body	Contact Person	Status	PSO Approved	Actions
I don't belong to a club - NWT	Northwest Territories Snowboard Association	None	Awaiting Renewal (Renew)	No	View Edit Delete

6. Verify your club details, making any necessary updates, and enter payment details to register your club
7. If you are a Non-Profit Club, and have an existing D&O policy, please indicate this during the registration process, and email proof of the existing policy to info@canadasnowboard.ca. Please note, proof of existing D&O insurance must be submitted on an annual basis.

8. Activity Sanctioning Procedure

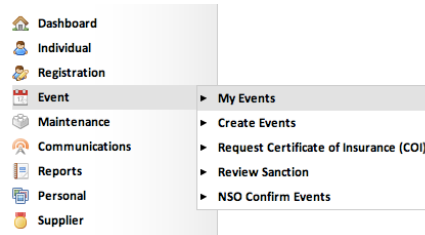
- 🔗 Once your Club registration has been approved, you will need to request sanctioning for ALL of your Club's activities (ie. Training, competition, etc) this season, with as much detail as possible. If you have recurring activities, they can be listed as one activity (ie. On snow training every Thursday)
- 🔗 It is important to ensure you have sanctioned ALL your club activities. Any unsanctioned activities are not covered by Canada Snowboard's commercial general liability insurance. Furthermore, an athlete's SAIP medical insurance (more on this on page 11), would not be valid if an athlete got injured while participating in an unsanctioned activity
- 🔗 For ALL activities, you must list the name of all coaches with active coaching licenses who will be present throughout the duration of the activity
- 🔗 For any COMPETITIONS, you must list the name of the event Technical Director/Chief of Competition, Course Builder/Course Setter and Overall Responsible Person for the event
- 🔗 Please follow these steps to enter your activities:
 1. Go to <https://snowboard.sportingdna.ca/en/users/login>
 2. Enter your Username and Password, and click 'Login' to log in to your administrator account. If you've forgotten your login information, contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135.
 3. If you have multiple roles (ie. You are a coach and an administrator), choose to log in to your Administrator role when prompted
 4. From the menu on the left hand side of the page, click 'Event', then 'Create Events' tab



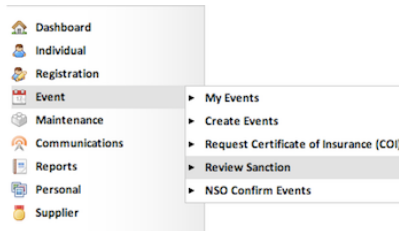
5. Complete the online form with as much detail as possible to create a separate event for each activity to be considered for sanctioning.
NOTE: Creating the event does not guarantee sanctioning until the event has been approved.
6. Once the activities are in the system, each activity will be set to 'Awaiting Approval' by your PTSA and/or Canada Snowboard




- Once the activities are approved, you will be notified by email and the event status will be updated to 'Approved'. You will be able to see all your club's upcoming activities and their current status under the 'Event' then 'My Events' tab on the online system

NOTE: Your activity is not sanctioned or insured until the status has been 'Approved'





- You will be able to view and print your activity sanction under the 'Event' then 'Review Sanction' tab on the online system




-  If further information is required, your PTSA will be in contact with you directly
-  If you have requested the activity to be listed on the domestic competition calendar, it will appear on the calendar as soon as it's approved (Please note, this is for competitions only. Training and other activities do not appear on the domestic calendar)
-  If any of the information changes for any of your activities, please contact your PTSA and Canada Snowboard, or re-create the event for sanctioning with the new details


9. Requesting a Certificate of Insurance

-  You may find that from time to time, a resort you are training at, an organization you are working with, or another 3rd party organization requests a Certificate of Insurance (COI) from you. As a registered club, all your sanctioned activities are covered by Canada Snowboard's commercial general liability insurance - a COI is a document which confirms that your club, and its activities are covered by this important insurance.
-  If a 3rd party requests a certificate of insurance from you, Canada Snowboard can provide one to you. In order to do so, **we require the full legal name and address of the organization** that is requesting to be added as an Additional Insured on your Certificate of Insurance.

- If you know the organizations requesting to be named on a COI when you are registering your club for the season, enter the organization name and address when prompted during the club registration process.

Is a Certificate of Insurance required?

 The CSF ordinarily provides liability insurance coverage for its activities to a limit of \$3,000,000. If a higher level of coverage is required, give details.

 Additional Insurers (who is required to be named on the Sanction Certificate and the Certificate of Insurance (I.e. Ski Resort, Sponsors, Recreation Facility Operators)

Legal Name

Address

Legal Name

Address

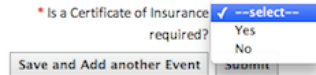
Legal Name

Address

Is a Certificate of Insurance required?

NOTE: You will still need to submit your activity for sanctioning, even if you have already requested a COI.

- If you know the organizations requesting to be named on a COI when you are submitting an activity for sanctioning, select 'Yes' to the question 'Is a Certificate of Insurance required?'




* Is a Certificate of Insurance required? ▼ --select--
Yes
No


- If you have already received approval for your activity to be sanctioned, and then find out that an organization is requesting a COI, please email the activity details (ie. Date, location, activity), along with the organization's full legal name and address to info@canadasnowboard.ca

NOTE: COIs should be requested at least 2 weeks prior to the start of your activity.

 **As a club, you are automatically covered under the commercial general liability insurance. You do not need a COI unless is requested by a 3rd party organization.**

10. Member Registration

 **All your club members MUST purchase a PTSA membership** through the Canada Snowboard online registration system in order to participate in sanctioned club activities. This includes all athletes, coaches, judges, officials and associate members (ie. Club directors). **If all participants are not members, then the general liability insurance coverage is not valid.**

 New members (never before registered as a member of their PTSA) can register at <https://snowboard.sportingdna.ca/en/users/login> by clicking the 'Register Now' link



Login


Username

Password

[Forgot Password?](#) | [Register Now](#) | [Register Club](#) | [Français](#)
[International Competitor](#)

If you require any assistance registering or logging in, please email info@canadasnowboard.ca or call 604-568-1135

We recommend Google Chrome or Firefox for the best results

 Returning members can register at <https://snowboard.sportingdna.ca/en/users/login>, by entering their Username and Password to log in to their account. If their membership has expired, they will be prompted to renew as soon as they log in.



Login

Username

Password

[Forgot Password?](#) | [Register Now](#) | [Register Club](#) | [Français](#)
[International Competitor](#)

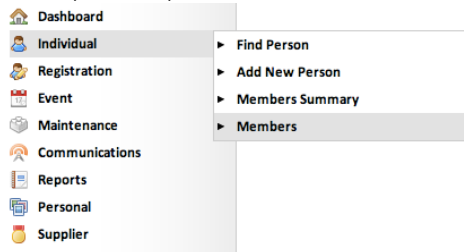
If you require any assistance registering or logging in, please email info@canadasnowboard.ca or call 604-568-1135

We recommend Google Chrome or Firefox for the best results

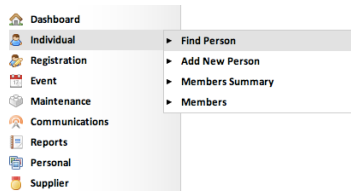
- 🔗 Any members who have forgotten their login information, or require assistance registering can contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135
- 🔗 If you have members who are unable to register online, please contact Canada Snowboard to enquire about paper registrations

11. Checking Member Status

- 🔗 As a club administrator, you have access to see who is registered as a member of your club. That way, you can ensure that all your club members have properly registered and purchased a PTSA membership prior to participating in your club activities.
- 🔗 To view a list of members, and their current status:
 1. Log in to your administrator account
 2. Go to the 'Individual' tab, then 'Members'. You will be able to see a list of members, their role, status, etc.



3. Under the 'Status' column:
 - a. 'Active' – this member has an active membership and is able to participate in club activities
 - b. 'Awaiting Renewal' – this member was registered last season, but their membership has expired (all memberships expire on June 30 of every year, regardless of when they were purchased). This member needs to renew their membership before they are able to participate in club activities
 - c. 'Pending' – This status should only appear for coaches. A pending license means the coach has purchased their membership for the season, but the license is awaiting approval from Canada Snowboard staff. The coach may have just recently purchased his/her license (please allow up to 2 weeks for a coach license to be approved), or the coach may be missing something (ie. Has not attending a coaching course, or has not submitted a Criminal Record Check). Canada Snowboard staff will be in contact with the coach directly to let them know the next steps.
4. If a member does not appear on this list, they either have not yet registered, or they have registered with another club. If the member believes they have already registered, please contact Canada Snowboard at info@canadasnowboard.ca or 604-568-1135 and we can look into it directly.
5. You can also look up an individual member directly, by choosing 'Individual', then 'Find Person', and searching for the member by name.



OTHER THINGS YOU SHOULD KNOW

12. SAIP Medical Insurance

- ☞ SAIP Insurance is an accident insurance policy that is specifically designed to make extended medical coverage available and affordable to participate in snowboard training and competition. It is available to all member athletes, coaches and officials. It covers costs associated with incurring an accident while participating in a sanctioned training or completion activity. There are many costs included that aren't traditionally covered by your standard Provincial/Territorial health care coverage.
- ☞ In order to be eligible for SAIP Insurance, a participant MUST have valid Provincial or Territorial Health Care coverage
- ☞ All athletes purchasing a FIS license MUST purchase SAIP insurance
- ☞ In order to be covered by SAIP, a member must be participating in a Canada Snowboard sanctioned training or competition activity, wearing a certified helmet and under the supervision of a licensed coach. For more information on the Canada Snowboard Helmet Policy - <http://www.canadasnowboard.ca/File/1.01%20Helmet%20Policy%20.pdf>
- ☞ There are 3 levels of SAIP Insurance:
 - Level 1 – Reserved for National Team Athletes
 - Level 2A – Available to all athletes. Minimum requirement for FIS athletes. No out of country coverage is included
 - Level 2B – Available to all members, similar coverage to 2A, and includes up to 25 consecutive days out of country. Requests for out-of-country trips for more than 25 days will be reviewed on a trip by trip basis
- ☞ For more information on SAIP, how to purchase it, making a claim, etc. – <http://www.canadasnowboard.ca/en/ms/saip/>

13. Coach Development

- ☞ As a registered club, you are required to have at least one active Canada Snowboard licensed coach at all sanctioned club activities
- ☞ In order to be an active licensed coach, a person must:
 1. Purchase their PTSA membership, and Canada Snowboard coaching license on an annual basis
 2. Have completed at least the Comp Intro coaching course
 3. Have a Criminal Record Check completed within the past 3 years on file with Canada Snowboard.
- ☞ More information on the Canada Snowboard Coaching Program, courses offered, coach development, etc. can be found here – <http://www.canadasnowboard.ca/en/programs/coaching/>

14. Officials Development

- ☞ Officials are required in order to run all snowboard events. Some examples of positions officials hold are starter, finish marshall, course maintenance, course shaper, slip crew, gate judge, event administrator, etc.
- ☞ Canada Snowboard has a three level program to ensure officials will have the best opportunity to gain all necessary knowledge and experience
- ☞ More information on the Canada Snowboard Officials Program, courses offered, officials development, etc. can be found here - <http://www.canadasnowboard.ca/en/programs/officials/>

15. CS Riders Program

- 🌀 The Canada Snowboard Riders Program is a skill development program for young snowboarders based on the Long Term Athlete Development Model (LTAD)
- 🌀 The curriculum is designed to be delivered within a multi discipline snowboard club. It has been developed to assist a coach and a club director to run sessions for their members that are in line with the LTAD and Canada Snowboard Skills Matrix
- 🌀 The CS Riders Program has been designed with three progressive levels (Green/Blue/Black). There are eight or twelve sessions in each level
- 🌀 The program is free to clubs in good standing. All participants need to be members, and coaches need to be licensed and trained to minimum levels to receive curriculum
- 🌀 Please contact Natasha Burgess (Natasha@canadasnowboard.ca) or see <http://www.canadasnowboard.ca/en/programs/riders/> for more information about the Riders Program, and access to the curriculum

16. Long Term Athlete Development (LTAD)

- 🌀 The idea of Long Term Athlete Development is to create a sport structure and a pathway to support athletes from the time they walk through participation on the world stage
- 🌀 LTAD is composed of 8 stages based on the participant's developmental (both physiological and mental) age, rather than chronological age
- 🌀 Your club coaches should create a Yearly Training Plan (YTP) for the season, taking into account the athlete's LTAD stage, to ensure the appropriate focus and ratio of training to competition. See Appendix 1 for an example YTP
- 🌀 More information on LTAD, including example YTPs for each stage can be found here - <http://www.canadasnowboard.ca/en/ms/ltad/>


17. Completing an Incident Report

- 🌀 From time to time, there may be injuries or other incidents which take place during your club activities
- 🌀 It is important to record and report all incidents promptly, regardless of how trivial they may seem
- 🌀 An accident report should be complete in the case of all injury to non-competitors, or in the case of injury to competitors requiring hospitalization irrespective of whether it occurred in training or competition
- 🌀 The accident report form (entitled 'Liability Incident Reporting Process') can be found here - <http://www.canadasnowboard.ca/en/ms/docs/>. Instructions for reporting incidents are found on the form.



18. Program Management Tool

- 🌀 A Program Management Tool is useful to ensure that aspects of your program are kept on track throughout the season. Clubs and teams that have a clear vision of what and when tasks are needed to be initiated or completed will likely be more successful. Your Program Management Tool should meet the following minimum requirements:
 - Outlines the philosophy and objectives of your program. What is your club's mission?
 - Identifies expectations for behavior and commitment for athletes, coaches, parents and staff and outlines appropriate consequences when behaviors are not met.

- Provides a schedule of competition and commitments for presentation to parents and athletes.
- Presents an assessment of relevant performance factors that the coaches training plan is based on.
- A privacy of information policy outlining steps to maximize confidentiality.
- Method of collecting emergency medical information and the handling of this information.
- Report on athlete progress through program.
- Identify appropriate level of progression for an athlete at this stage and 'next steps' for athletes.

 For more information on creating a Program Management Tool, please contact Natasha Burgess (Natasha@canadasnowboard.ca)

19. Emergency Action Plan

-  An Emergency Action Plan (EAP) should be completed for each venue your club will be at, and kept with each coach at all times.
-  A blank EAP can be found in Appendix 2



Appendix 2 - Emergency Action Plan template

Emergency Action Plan (EAP)

Ambulance: 9-1-1

In Charge:

Training Venue: Ski Patrol TEL #:
Ski Hill TEL #:

Address:

Telephone Location:

Emergency Contact Info: (Repeat for each athlete).

Athlete Name: _____

Phone: _____

Emergency Contact: _____

Phone: _____

Brief Medical History:

Detailed Directions to Ski Area:

Athlete Meeting Point in emergency:
